



Town of Los Gatos 2016 Holiday Schedule

To: All Town Staff

From: Human Resources

Subject: 2016 Holiday Schedule

If a holiday falls on a Sunday, the Monday following is treated as the holiday. If a holiday falls on a Saturday, the Friday preceding is treated as the holiday for pay purposes.

HOLIDAY OBSERVED	HOLIDAY
Friday, January 01, 2016	New Year's Day
Monday, January 18, 2016	Martin Luther King Jr. Birthday
Monday, February 15, 2016	Presidents Day
Monday, May 30, 2016	Memorial Day
Monday, July 04, 2016	Independence Day
Monday, September 05, 2016	Labor Day
Thursday, November 24, 2016	Thanksgiving Day
Friday, November 25, 2016	(Day after) Thanksgiving Day
Friday afternoon, December 23, 2016 (4 hours)	Christmas Eve (Saturday, December 24)
Monday, December 26, 2016	Christmas Day (Sunday, December 25)
Friday afternoon, December 30, 2016 (4 hours)	New Year's Eve (Saturday, December 31)

Benefited employees will be provided holiday pay on the observed holiday in accordance with the Personnel Rules or applicable Memorandum of Understanding.

If you have any questions, please contact Human Resources or Payroll.